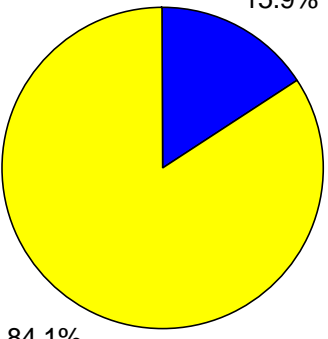


36-03-Land Use Application Verification/Notification

Fund/Agency: 001/36	Planning Commission	
Personnel Services	\$92,039	CAPS Percentage of Agency Total  84.1% 15.9% <div>■ Land Use Application Verification/Notification ■ All Other Agency CAPS</div>
Operating Expenses	\$7,987	
Recovered Costs	\$0	
Capital Equipment	\$0	
Total CAPS Cost:	\$100,026	
Federal Revenue	\$0	
State Revenue	\$0	
User Fee Revenue	\$0	
Other Revenue	\$0	
Total Revenue:	\$0	
Net CAPS Cost:	\$100,026	
Positions/SYE involved in the delivery of this CAPS	2/1.7	

► CAPS Summary

Verification and notification on pending land use applications before both the Commission and the Board of Supervisors must be accomplished to enable scheduled hearings to proceed before both bodies.

There are three different types of application "processing": (1) notice of hearings sent by applicants via certified mail that are verified by Commission staff; (2) notice of hearings mailed by first class mail by Commission staff; and, (3) notice of deferred hearings mailed first class by Commission staff.

As part of the verification process, staff certifies that notification has properly occurred and hearings may proceed. Commission staff detects and corrects errors made, when filed timely, thereby avoiding the need for improper notification deferrals which are costly in terms of time and money.

Planning Commission

For applications that are not concurrently scheduled for Commission and Board hearings, the verification process must be undertaken twice for each application. Also each time the Commission and Board defer an application, Commission staff mails first class letters to those previously noticed to inform them of subsequent changes.

Notice is also required for Out-of-Turn Plan Amendments (OTPA) and regular cycle Comprehensive Plan amendments. Under OTPAs, Commission staff is responsible for notifying subject property owners of public hearings and verifying that abutting property and civic associations have received appropriate notice.

Under the regular Area Plan Review process, verification is done of subject property owner notification when applications are filed; a review is undertaken of all submissions to insure applications are complete; and, letters are sent throughout the process to keep nominators informed of the various stages of the process as nominations progress through Commission public hearings/markup and possibly onto the Board of Supervisors for final action.

► **Method of Service Provision**

Two Commission staff members, Management Analyst II and Planning Technician, have the primary responsibility for all notification and verification processing for all land use applications scheduled for public hearings before the Planning Commission and Board of Supervisors.

For the Area Plans Review nomination process, depending on the number of submissions, notification review may also require the assistance of a senior manager to insure completion of review within the designated time period to insure that items can be processed in a very expeditious fashion and disseminated to appropriate parties.

Although the staff size is small, the Commission Office is able to extend "normal" County operating hours through flexible staff schedules. With such flexibility, the Commission Office generally maintains this portion of operations from 7:00 a.m. to 6:30 p.m. daily. Due to the website information posted, much information is also available on a 24/7 basis to computer users.

Planning Commission

► Performance/Workload Related Data

Title	FY 1998 Actual	FY 1999 Actual	FY 2000 Actual	FY 2001 Estimate ¹	FY 2002 Estimate
Notifications verified for Planning Commission	236	259	235	325	250
Notifications verified for Board of Supervisors	134	159	155	144	160
Average cost per notifications process for PC hearings	\$99	\$86	\$103	\$143	\$95
Percent of notifications verified within 17 days of PC/BOS hearings	N/A	84%	89%	90%	90%
Annual Plan Review Submissions reviewed within 15 working days	119	N/A	N/A	119	N/A
Average cost of notifications processed for BOS hearings	\$56	\$55	\$68	\$72	\$60
Average days to complete notification process prior to scheduled due date	17	17	17	18	18
Average cost per Area Plan Review verification	\$208	N/A	N/A	\$131	N/A

¹ FY 2001 data are actual.

► Mandate Information

This CAPS is Federally or State mandated. The percentage of this CAPS' resources utilized to satisfy the mandate is 76 - 100%. The specific Federal or State code and a brief description of the code follows:

- Code of Virginia, Section 15.2-2204, indicates that land use changes may not occur without proper notice to abutting landowners before any hearings held by the Planning Commission and the Board of Supervisors.